

Tip of the month: Beyond the carbon copy

-By Kathleen Taylor Sharp, Environment & Safety

"See letter attached. To reduce the need for paper, as requested by Mayor Greg Nickels, your 'CC' copy is being distributed electronically."

Recently, I sent that email to a long list of recipients. Instead of spending an hour mailing paper copies, I was finished with the distribution in less than five minutes plus I saved about 60 sheets of paper. The recipients could then file their copies electronically, which saves even more time and paper.



How can you distribute copies electronically? Here are a few suggestions: Send as a Word file (with "original signed by ..." typed in); Use Acrobat Writer (if available) to create a PDF file; or scan a signed copy of the original, which will create either a picture/text file or a PDF file (depending on scanner's capability).

Do you have ideas on how to reduce, reuse and recycle at City Light? Send them to Janice Gedlund janice.gedlund@seattle.gov or 386-4583 and win a prize and certificate for ideas we publish. For more on recycling, see <http://www.seattle.gov/papercuts/>.